



# DeKalb County Airport

## Board of Aviation Commissioners

DeKalb County  
P.O.Box 4 – Auburn, IN 46706

Layden Rieke, President  
George Wappes, Vice President

Derald Kruse, Attorney

James Mason, Secretary  
Brad Stump, Treasurer

### MINUTES

July 18, 2003

The DeKalb County Aviation Board met at the DeKalb County Airport, in the boardroom of the Glenn Rieke Terminal, for their 12:30 PM scheduled meeting. The President called the meeting to order. All Board members except Jim Mason were present. Also attending were BOAC Attorney Derald Kruse, engineer Paul Shaffer from Butler, Fairman, & Seufert, and Airport Manager Wade Troth. Others in attendance were Gene Powell airport maintenance, Todd McCutchan and of Victory Aviation, Don Smith (consultant to the BOAC), and Bill Giesel of KPC news.

#### **Secretary Report:**

Troth presented the minutes of the previous meeting. A motion by Wappes with a second by Stump to accept the minutes carried when put to vote.

#### **Property Management:**

Troth presented the property management report. Troth reported the Dollier Sr. Residence (3046 CR60) is under insurance. All properties under the BOAC authority are insured with structure and liability. Mason will ask \$800 for a rental rate for the 3046 CR60 residence. Troth will meet with Mason and discuss options for collecting the late fees and interest Alena Laggner owes the BOAC for 6202 CR27.

#### **Treasurer Report:**

Claims: The treasurer presented the following claims for the Board's approval:

99-1110	Airport Manager Salary		\$19,975.00
7/3/2003	Wade Troth	-\$1,250.00	\$18,725.00
7/17/2003	Wade Troth	-\$1,250.00	\$17,475.00
99-1114	Employee Wages		\$2,405.00
7/3/2003	Board Member's Salaries for June 27 Meeting	-\$195.00	\$2,210.00
99-1210	PERF		\$1,188.75
7/3/2003	7/11/2003 Payroll	-\$62.50	\$1,126.25
7/17/2003	7/25/2003 Payroll	-\$62.50	\$1,063.75
99-1220	Insurance		\$7,154.60
7/3/2003	7/11/2003 Payroll	-\$281.80	\$6,872.80
99-1230	Social Security		\$1,352.43
7/3/2003	7/11/2003 Payroll	-\$75.77	\$1,276.66
7/17/2003	7/25/2003 Payroll	-\$75.77	\$1,200.89
99-1240	FICA (actually medicare)		\$325.17
7/3/2003	7/11/2003 Payroll	-\$17.72	\$307.45

7/17/2003	7/25/2003 Payroll		-\$17.72	\$289.73
99-2211	Office Supplies			\$140.67
7/15/2003	Bassetts		-\$28.99	\$111.68
99-3282	Legal Fees			\$4,515.00
7/15/2003	Derald Kruse		-\$775.00	\$3,740.00
99-3284	Consultant Fees			\$5,233.66
7/15/2003	Butler, Fairman and Seufert (June & T-hangar spec design)		-\$2,088.61	\$3,145.05
99-3323	Travel			\$1,160.31
7/15/2003	Robert Powell		-\$13.44	\$1,146.87
99-3324	Telecommunications			\$653.92
7/1/2003	SBC		-\$90.73	\$563.19
7/15/2003	Qwest		-\$3.27	\$559.92
99-3333	Legal Notices			\$276.40
7/15/2003	Kendallville Publishing Co.		-\$176.50	\$99.90
99-3354	Utilities			\$12,197.48
7/15/2003	American Electric Power		-\$1,418.40	\$10,779.11
7/15/2003	Mettert's		-\$35.00	\$10,744.11
7/15/2003	Perkins Septic & Drain Service (service 5/3 , 5/15)		-\$638.93	\$10,105.18
99-3360	Grounds Maintenance			\$6,852.13
7/15/2003	Classic City Lawn Care		-\$1,536.00	\$5,316.13
99-3367	Building/Structure Repair			\$15,144.84
7/15/2003	Robert Powell (Supplies)		-\$386.25	\$14,758.59
7/15/2003	Auburn City Hardware		-\$133.16	\$14,625.43
7/15/2003	Lowe's Home Centers, Inc.		-\$61.47	\$14,563.96
7/15/2003	Kendall Electric		-\$45.50	\$14,518.46
99-3369	Runway Repairs			\$19,132.22
7/15/2003	Jeff Lane		-\$487.50	\$18,644.72
99-3329	Drain/Real Estate Taxes			\$4,000.00
7/15/2003	DeKalb County Treasurer		-\$1,198.80	\$2,801.20
99-3433	Contractual Services			\$11,937.50
7/15/2003	Robert Powell		-\$1,122.50	\$10,815.00
7/15/2003	James Mason		-\$495.00	\$10,320.00
99-4421	Capital Outlay			\$37,086.98

7/15/2003	Butler, Fairman & Seufert (ILS - Engineering Services)	-\$3,614.75	\$33,472.23
7/15/2003	Butler, Fairman & Seufert (T-Hangar Site - Eng. Services)	-\$522.52	\$32,949.71

99-5000	Non-Budgeted Expense		
DATE	ITEM	AMOUNT	BALANCE
7/1/2003	Robin Beekley (partial refund of security deposit)	-\$350.00	not applicable
7/14/2003	Craig Bar (refund of security deposit)	-\$375.00	not applicable

**FUND 0605 LOAN REPAYMENT ACCOUNT**

99-5000	Non-Budgeted Expense		
6/30/2003	T-Hangar Construction Loan Repayment	-\$1,121.00	\$2,061.00
7/16/2003	Quietus of rental deposits for "H" hangar	\$1,121.00	\$3,182.00

A motion made by Stump to accept the claims as presented and seconded by Wappes carried.

**Budget;** Status of Accounts: Stump presented the budget and financing the Wallace property. The Wallace property is in need of a closing statement and letter of administrative settlement. The source of the Wallace deferred payment is from the Innovative Finance Funds. An outside time for the complete purchase of the Wallace property is the end of the year. A motion to sign the Wallace purchase agreement by the President and forward to the Wallace's was made by Stump and seconded by Wappes, the motion carried.

**T-Hangars and Tenant Accounts:** Stump noted on the status of accounts that Terry Wilcox is 3 months behind in payments. Troth noted Wilcox did send a check paying for 3 months but it was lost in the mail. Wilcox will cancel the original check and send a new check. Troth also contacted Cline, Debolt, and Hess whom were a month behind in their rent.

**2003 Project Funding Spreadsheet:** Stump proposed the funding scenario and availability of funds for other projects. Stump noted discussing in the August meeting the progress made on the CIP, and where we want to go with it and how future projects will be funded.

**FBO Operator Report:** McCutchan presented the FBO report. There were 8,624 gallons of Jet A and 3,564 gallons of 100LL pumped for the month of June. A total of 22 students flew 88.2 hours and renters flew 32.4 hours. Information for MAB, Mid-Continent avionics, and Air Direct were absent. Victory will have a web page soon located at [www.victoryfbo.com](http://www.victoryfbo.com). McCutchan also reported Victory is undergoing corporate restructuring with Guy Bard resigning as President to become interim Vice-President of operations at Auburn with McCutchan taking responsibilities as President.

**Airport Manager Report:** Troth reported the manager report. Troth noted interest of a potential diner or restaurant locating in the terminal at DeKalb airport and asked the BOAC for future guidance on structuring a lease and conditions. The airport identifier 07C is to be replaced with GWB which Troth is trying to change to ACD or DKA. Troth contacted the Army Corps of Engineers asking for a letter of condition for the removal of trees by the Wallace's once the property is bought and transferred to the BOAC. John Ritchie of the Army Corps of Engineers noted that removal should be done in a legal manner regardless of ownership. The letter of condition was turned down. Troth indicated the removal of trees is legal and there is no need to notify anyone insofar as the trees are taken down with respect of wetland rules. Troth presented event licenses for the U.S. Army, A.J. Hudson, and Mock Air whom will be performing demonstrations or selling rides the day of August 10<sup>th</sup>, 2003 (Hoosier Warbirds Fly-in). A motion to approve the event licenses and be signed by the President was made by Stump and seconded by Wappes, the motion carried.

**Maintenance Project Manager Report:** Wappes presented the Maintenance project manager report. Wappes noted Powell spending time working on residences. The bulk of the time spent on residences was on 3070 CR60 and 6202 CR27. 3070 CR60 needed the back deck braced and electrical codes complied with. 6202 CR 27 needed new sink piping.

**Management Assistance Consultant Report:**

-Sewer Design- Still have not received connection fee as of 7/15/03. Shaffer cited removing the sewer project from this bond issue and placing it in the project list for the 2006 bond issue. Shaffer noted the reluctance of Auburn to provide the BOAC with a connection fee has placed the airport in a difficult situation from an IDEM compliance issue and a financial planning stand point. Noting the BOAC has immediate projects Stump

motioned to have BOAC attorney in writing request the sewer connection fee amount by 9/26/2003 otherwise the BOAC must consider moving on other projects and may be forced to put sewer project on the next bond Wappes seconded the motion carried.

-Land Acquisition- Ms. Mettert has agreed to accept an offer pending that a suitable relocation can be obtained for her. Margie Stankoven has been working with her and been able to reach a tentative agreement for a new house.

-ILS/MALSR Grant- Scott Snyder of the FAA indicated he wants to minimize the tree trimming in the approach to 27 and that was the issue holding up the EA. BF&S agreed via phone conference with Leo Espino and Ted Smith the project engineers for the ILS that we could reduce the surface to 34:1 outside of the approach light lane without impact the system too much. It was then agreed that the trees located in the wetland areas within the RPZ but outside of the approach light lane could be reduced to trimming to a 34:1. The EA will be adjusted accordingly.

JF New to has submitted the revised plan to the Corps and IDEM for review and approval of a permit. When we get the permit we will work out the Right-of-Way issues going through the necessary Federal procedures of appraising the land, and discuss the terms of buying the easement with Mr. Ruger. We do not want to start the purchasing process until we have permit approval from the agencies; so it may be a couple of months before the Airport would need to pay anyone. These costs are still eligible under AIP grant 08.

The clearing of the trees in the Localizer critical area has become an issue. The FAA has indicated that they want the airport take care of clearing the trees out of this area. In our original meeting with the FAA they indicated that they would do all the site work if the airport took care of mitigating the wetland areas. Now they have indicated they wish to have the airport remove the trees in that particular area. The BOAC appointed Troth to receive quotes for tree removal from Dan Pfister of Pfister tree removal and Roland Seiler of Seiler Excavating.

-T-Hangar Site Work- Notice of award was issued to Michael Kinder and Sons. Shaffer noted that an upgrade inadvertently left out to the existing value was the roof insulation to keep condensation off the airplanes in the summer time. Kinder and sons will be providing a quote for this additional work. The BOAC authorized Troth to pursue alternates for a T-hangar loan. A motion by Stump and seconded by Wappes authorizing the airport engineer to issue the notice to proceed with the T-hangar, only after President signs contract, and for the funds for the project to come from 2001 bond funds, construction loan, and/or long-term loan. The motion carried.

-AWOS- Notice of award was issued to Michiana. They are ready to start whenever the Federal Grant arrives. The airspace arrived from the FAA 7/14/03. The FCC licenses for UHF and VFH frequencies have been applied for. Expect a long wait before frequencies are issued.

-Corporate Hangar Location- Electrical vault quote is in.

A request for airspace approval was submitted to the FAA on 7/14/03 for the corporate hangar location. We should have an airspace approval in hand before the BOAC can allow construction to begin. Expect 30 to 60 days on the airspace. Demotion of the old terminal can begin before then. Demotion of the vault can begin once the new vault is in place and the equipment has been relocated. Michiana has indicated they should be able to get to it in August.

This is the extremely optimistic and tentative schedule as we see it at this point:

BOAC and Corporate Air sign lease on or before July 18

BOAC signs design agreement with BFS July 18

Vault relocation August 4th through 22nd

Building demo August 25 through September 12

Survey and Boring complete August 8

Preliminary Plans presented to the BOAC August 15

Advertise August 25 and September 1

Receive bids September 19

Airspace returned the week of September 8th

Apron Construction begins September 26 or when airspace arrives if not received yet.

Building construction begins about the same time September 26th.

Apron completion about November 7th - 14th.

Building completion in the month of February

There are a multitude of issues that could delay this schedule.

The request for a variance from the Board of Zoning Appeals will be heard Monday July 21<sup>st</sup> at 7:00 PM in Commissioners Court. The legal notice for the hearing was initially published stating the request was for a 20'

variance however issues arising during airspace calculations will require a greater variance so there will be some notification issues for the Treasurer to address during the presentation. A motion to approve engineering agreement with Butler Fairman and Seufert for corporate hangar apron project subject to including standard 3 conditions required by the airport attorney in the past and Golf-Papa Inc land lease agreement signed by President and authorizing President to authorize proposal with Michiana was made by Stump and seconded by Wappes. The motion carried.

**Other Business:**

Rieke brought attention for the need of a windsock at the new T-hangar location. Shaffer will present Troth with locations to erect a windsock pole and Troth will purchase a windsock unit. The BOAC meetings for August and September will be moved back one week to August 22 and September 26 due to schedule conflicts on behalf of several members.

**Adjournment:**

A motion by Stump and seconded by Wappes to adjourn carried.

**Next meeting August 22, 12:30 PM  
DeKalb County Airport  
Glenn Rieke Terminal Building.**

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**James Mason Secretary**